



MEMORANDUM NO.: 8

TO: County and District Superintendents of Schools
County and District School Food Service Directors/Supervisors

FROM: Todd A. Bedenbaugh, Interim Director
Office of School Food Services and Nutrition

DATE: February 10, 2009

RE: Additional Guidance on New Guidelines for Maintaining Student Rosters

This memo clarifies Item #7 of the November 12, 2008 memo that addressed the need to maintain paper copies of end-of-month rosters.

The original memo stated, "Even with the use of automated application processing systems, hard copies of rosters should be maintained as software issues may impact the future accuracy of historical records, particularly among students whose eligibility status changes during the school year."

In the interest of conservation, an SFA has the option of maintaining this information in an ***extracted electronic file that is exported monthly and stored separately*** from their automated application processing system. That electronic file must be formatted and/or stored in such a fashion that its contents can't be altered by future data entries. The file must allow for the generation of a monthly paper roster that contains all of the required information.

Should you have any questions, please contact Walter Caudle at (803) 734-4586 or wcaudle@ed.sc.gov.

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